

## Clerk's report for meeting on 10<sup>th</sup> December 2025

### Administration and General Activities

One day's holiday taken on 1st December 2025.

Prepared Meeting Minutes, Agenda, papers, etc. for the Parish Council meetings.

Posted Clerk's job advertisement on the noticeboards, Parish Council Website and SALC website.

Grit bins checked, litter removed and grit loosened so it can be used. I photographed each bin and updated the asset register with the photos and locations (What3Words).

Went round the village and photographed all bins, benches, bus shelters etc. and noted locations so this can be added to the asset register. Noted a litter bin and dog waste bin that needs replacing.

Researched cost of litter bins and dog waste bins.

Liaising with the lengthsman regarding graffiti in the underpass – it needed painting over.

Took photos of Bus Shelter on Hither Mead that has a broken pane of glass. Emailed the manufacturer to see if they can replace it.

Digital Café sessions attended.

Ecological Survey completed by WTT – awaiting final report.

Website updates as usual.

Backed up laptop using Macrium software.

Uninstalled Outlook. Re-installed Office365. Then launched Office Classic. I was then able to read the saved .pst files of the old emails that Somerset Web Services had saved for us.

Went to Quantock View as a member of the public complained about a fence falling. I took photos. Discussed it with the member of the public and then with the other residents who gardens are near the fencing – see correspondence.

### Cleaning

Some issues identified so these were reviewed with Fairy Dust Cleaning Services. Improvements have been noted.

## Correspondence

Correspondence list updated for next meeting.

## Scribe Account Software

Invoices and receipts processed.

## Finance

Q2 VAT Refund processed.

Updated Budget report produced for approval at the Parish Council meeting.

October bank reconciliation completed. This was reviewed and signed off by Cllr Orr. Cashbook report also produced.

Went to Taunton to bank the library cash in the NatWest Bank – twice this month.

HMRC training attended online regarding Statutory Sick pay (SSP).

## Payroll

Processed employee timesheet using the HMRC Basic PAYE Tool as usual.

## Public Conveniences

Healthmatic attended site and completed the site survey for the new doors. A report will be provided.

One of the urinals is blocked. I tried to unblock it without success. Liaising with plumbers to find one available to look at it.

Still need quotations to resolve several plumbing issues.

Dyno Rod surveys to be arranged.

## Library

Downloaded Library articles and photos and uploaded to our website.

EiCR certificate needed. The electrician is booked for 16<sup>th</sup> December to complete the inspection and then produce the report/ certificate.

Quotations requested for Legionella Risk Assessment for the library.

Removed all the cleaning products left by AIS and disposed of them in the Taunton Recycling centre.

### Electricity Services

No issues with the EDF or British Gas invoices.

Utility Aid instructed to complete the switch over as approved at the last Parish Council meeting.

### Planning Applications

Planning Applications this month that need review added to the agenda.

### CIL Projects

James Dakin (Head teacher of BL Church School) responded via email and added to agenda..

Roads and Traffic project – Somerset Council project meeting held on 25<sup>th</sup> November 2025.  
Next step agreed.

Chasing the solicitors regarding the purchase of Sandhill Park Woodland as little progress seems to have been made.

### Work Planned for next month

- Final precept to be sent to Somerset Council.
- November Bank Reconciliation when I have the bank statements.
- Arrange meetings as needed.
- Liaise with Dyno Rod again.
- Update staff details with Pensions Regulator.
- Meetings – minutes/ agendas etc.
- Payroll.
- CIL Projects – Progress as many projects as possible.